

**Schedule and Agenda Outline
Executive Leadership Team
2023-2024 Budget Preparation**

Meeting	Agenda Items	Date	Time
1	Budget Preparation Schedule	Via email	
2	Discussion of any program/service area realignment that will affect budget planning for 23/24 operating budget year Discussion of fund obligations (i.e., grant commitments) that impact budget planning for 23/24 budget year Begin review of funds available projection for 23/24	March 6*	9:30
	<i>Board Retreat-Preliminary Budget Discussion</i>	<i>TBD</i>	12:00
3	Discussion of employee benefits-if needed Discussion of Enrollment Projections Discussion of Non-State Revenue Changes for 23/24 Discussion of Student Activities & Auxiliary Funds to maximize resource allocation Discussion of Planning Unit Budget Reductions/Realignment	March 20*	9:30
4	<i>Presentation of RPC recommended 23/24 Operating Revenue & Expenditure Assumptions & Projections, Strategic Plan & other information – Dr. Lisa Armour/Andrew Barnes</i> Discussion of Budget Requests for unfunded Unit Requests (Associated with College Strategic Plan, Division Operation Initiatives, or Cost to Continue) as well as Salary and Benefits Presentation	May TBD	9:30-11:00
5	Discussion of 2023-2024 Salary Schedule to be presented to Cabinet on May 8 th - Presented by Lela Frye	May 1*	9:30-11:00
6	Review and approve continuation/base budget (with reallocations/reductions) Review funds available/tentative allocation and/or realignment Review and finish funded budget requests for unfunded unit requests Review Capital Outlay & Facility requests; tentative allocation Review proposed budgets for Plant Funds Review proposed budgets for Auxiliary Funds	May 15*	9:30-12:00
7	Final review and approval of 2023-2024 operating funds available/distributed Review and approval of Capital Outlay & Facility requests Final review of Student Activities, Auxiliary, & Plant Fund budgets	June 4*	9:00-12:00

* Within regularly scheduled President's Staff meeting

** Within regularly scheduled Cabinet meeting

Finalization		
Final Review with President by Barnes	June 14 & 15	9:30 & 9:30
President's Budget Presentation to College	June 21	2:00 Tentative
Board Budget Workshop	June 20	2:00-7:00 Tentative
Board Approval at regular meeting	June 20	4:00
Budget due to Division of Florida Colleges	June 29	